



## Job Title: POLICE SERGEANT

Department /Office: Hopi Resource Enforcement Services

Reports to Whom (title): HRES Lieutenant

Salary / Hourly Range: 41

Job Classification Code: 7720

Level of Background Check: 1A

FLSA Status: NON- EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes

Revision Date: 12/18/2012

### **JOB DESCRIPTION:**

Under general direction a Police Lieutenant, this supervisory position performs administrative and supervisory police work including planning, organizing, directing, staffing, coordinating, reporting and budgeting.

### **KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

**ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following:** A Police Sergeant performs first-line supervision of the activities of sworn and/or non-sworn personnel on a shift who are engaged in patrol duty, Community Action Team, traffic regulatory activities, criminal investigations, community relations, crime prevention activities, internal investigations, and in-service training activities. A Police Sergeant frequently participates in the work performed by subordinate officers, and may become involved in situations requiring extreme physical exertion. This class is responsible for performing related duties as required. Specific work instructions are received from police Lieutenant on new assignments, but a Police Sergeant work independently in performing regularly assigned duties and assume complete charge in the event of the absence of a lieutenant. Work is performed in accordance with federal, state, and tribal laws as well as departmental policies, procedures, and general orders. Work is reviewed by inspection, through verbal and written reports, and by results achieved. A Police Sergeant may be subject to rotating shifts depending on assignment.

1. Responsible for enforcing all tribal, state and federal laws governing the Hopi Reservation and New lands. Monitor, assist and request for tribal, state and federal search warrants, may require testifying in court. Performs investigation into criminal & civil violations, grazing disputes, natural, cultural, tribal, state and federal laws. Secures crime scenes, gathers evidence, interviewing suspects and witnesses. Assist local state and federal agencies in apprehension and detention of wanted persons.
2. Assist the Police lieutenant in planning, organizing, staffing, directing, coordinating, reporting and budgeting. Keeps the Police Chief Ranger apprised on important matters; accepts the responsibility of his command; maintains an acceptable performance level; schedules personnel according to workload and crime trends; follows through on assignments to see that subordinates are effectively carrying out the mission; maintains high degree of integrity in public and private life so command effectiveness is not compromised; is consistently reliable in his/her judgment.
3. Effectively handles grievances and disciplinary matters at his/her level of command; actively assists subordinates at major crime scenes, incidents or disasters; strives to attain goals and objectives set out by Police Chief Ranger; assumes command of entire department during the absence of the Police Chief Ranger; assists staff in the formulation of policy and procedures.
4. Effective in handling citizen complaints against subordinates, policy & procedure or performance; investigates citizen complaints objectively; monitors officer's response to citizen complaints; maintains proper records; maintains a working file to effectively administer his/her assignment; submits monthly and annual reports; monitors all reports to see if they conform to department guidelines
5. Provides input for improving quantity and quality of performance; provides research and development for the department; prepares factual, clear, concise written reports with specific recommendations; Keeps all departmental personnel apprised of any changes to Tribal Ordinances, State Statutes or Federal Laws.
6. Makes immediate initial investigation into any allegations of misconduct, abuse, or complaint against department personnel by citizens or other Police Officers; provides proper notice to department personnel under investigation.
7. Promotes positive community relationship with the public, schools, Hopi Tribal departments, churches and any other places of public gathering by explaining the functions and services of the Hop Resource Enforcement Services (HRES). Work with villages, communities and schools to implement crime prevention and juvenile delinquency programs.
8. Perform other duties as assigned or authorized to achieve the goals and objectives of HRES.
9. Supervises patrol activities during an assigned shift, including assigning staff, reviewing reports, and riding patrol as necessary; reviews reports, complaints, affidavits, And other related documents prepared by subordinate officers.
10. Resolves day-to-day operational problems and questions arising from staff and the public.

11. Trains subordinate officers in various law enforcement policies, procedures, and techniques, to maintain/improve the efficiency, effectiveness, and professionalism of the Department.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

- A. Education: Associates Degree in Criminal Justice, Police Science or closely related field; AND
- B. Training: Completion of Basic Law Enforcement Training Academy (AZ POST) and Basic Supervisory Training; AND
- C. Experience: A minimum of five years current, consecutive experience as a Police Officer with the Hopi Resource Enforcement Services or any Police Department calculated from the date the member graduated from the Police academy; OR
- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Hopi Resource Enforcement Services (HRES) and of pertinent tribal ordinances, state and federal laws; good knowledge of the principles and practices of modern police administration including patrol, traffic administration, or criminal investigation and identification; good knowledge of the types and uses of firearms, good knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work; knowledge of submitting and requesting a tribal, state and federal search warrant; good knowledge of the physical layout of the Hopi reservation and adjoining areas, and the locations requiring special police attention; ability to understand and execute difficult oral and written directions and to deal courteously and firmly with the public; ability to command the respect of officers and assign, instruct and review their work; ability to write clear and comprehensive reports; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; good physical condition; knowledge of First aid and CPR; knowledge of Hopi culture and traditions; knowledge of livestock identification and description (equines, bovines, ovine).

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess a valid Arizona Driver's license and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Complete/pass a background investigation (Tribal and AZ Post).
3. Complete/pass a polygraph examination.
4. No felony convictions.
5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months.
6. Must meet AZ POST minimum requirements for Peace Officer Certification.
7. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing.